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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position Santa Cruz County Battalion Chief | |
| | | Division and/or Subdivision San Mateo-Santa Cruz | |
| INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee. | | Location of Headquarters Felton | |
| | | Class Title of Position Battalion Chief | |
| | | Position Number 542-117-9723-609 | |
| | | Effective Date | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | |
| 20% | Under the direction of the Deputy Chief of Operations, the Santa Cruz County Battalion Chief performs the following duties: *Administer the day-to-day operations of the Santa Cruz County Fire Department to include, but not limited to: providing primary conduit of information flow between volunteer Company Officers and CAL FIRE Management Team, participation in county-wide committees, coordination between field Battalion Chiefs and volunteer companies for administrative issues. *Manage fleet maintenance contract. | | |
| 20% | *Research and apply for grant and alternative funding opportunities for the benefit of County Fire. | | |
| 15% | *Research, develop and implement recruiting methods for Santa Cruz County Fire volunteers. | | |
| 15% | *Manage Santa Cruz County Fire budget to include centralized purchasing, development of capital outlay program, development and implementation of operating expense budget. | | |
| 15% | *Provide relief field battalion coverage within Santa Cruz County Fire operational area. | | |
| 5% | *Provide primary oversight for County Fire standards committee and apparatus specification group in development of new County Fire apparatus and equipment. | | |
| 5% | *Liaison for Community Emergency Response Teams (CERT) within Santa Cruz County Fire sphere of influence. | | |
| 5% | *Other duties as required. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. | | |
| Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation. | | | |
| Job qualifications and/or conditions of employment: Incumbent may be required to work nights, weekends and holidays to support emergency response operations. Assignment may require a two-year commitment prior to being eligible for voluntary transfer. | | | |
| "We have discussed this document in its entirety and understand the duties of this position." | | | |
| Employee Signature | | Supervisor Signature | |
| Date | | Date | |
| Personnel use only | | <input type="checkbox"/> Posted to Directory Initials and date | |

Working Title of Position
Santa Cruz County Battalion Chief

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill test.

The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

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Employee Signature
Personnel use only

Date
☒ Posted to Directory

Supervisor Signature

Date

Initials and Date